

02/18)

Consent to Release Confidential Information

I. Release of Academic and Billing Information to Parents

For Office Use Only:

Initial And Date Upon Completion:

NOTE: A consent releasing confidential information to parents (this form) must be on file in the Records Office in order to discuss the student's academic progress or billing information. Academic progress may include class attendance, course participation, and completion of assignments. Confidential information will be released to the parent only if the parent knows the Colleague ID# (7-digit WebAdvisor ID# beginning with a zero) and other personal identification information. WebAdvisor is the online account that provides full academic and financial information. Grades can easily be accessed from the student's WebAdvisor account by obtaining from the student their login/password. Lee University does not prepare mid-term grades; final grades are the only term grades available. Grades can be viewed online (WebAdvisor) as soon as they are posted at the end of the term by the faculty member. Records staff only has access to final grades after being posted on WebAdvisor. Student schedules and financial status may also be accessed using the student's online account.

(initials)	_ l authorize rele This option is high	ase of academic information (inc Iy recommended for students w	cluding grades) and billing information hose parents are paying their bills!!!	n to person(s) listed below.
1	Full Legal Name:	Maiden Name (If Applicable): (If Applicable)		
	_	Date of Birth: Elationship to Student:		
	Phone #: _			
2	Full Legal Name:	Maiden Name: (If Applicable)		
		(parent/guardian/other)		(If Applicable)
	-		Date of Birth:	
	Phone #: _		Relationship to Student:	
classifica outside	ation, and/or academ Lee in order to prote or (especially the U.S. o or I authorize rele or I do NOT author understand that	c major. It is generally the practice of its students. However, there are sovernment) requesting a backgroung ase of my personal directory information of the control of th	ormation. ctory information to anyone or any se s valid until I change it with a written i	ct information when requested from ion is requested, such as a potential ervice, including all employers. I request, even after I am no longer
	reasons.	ption is recommended only if th	ere is a reason not to be identified as	a student at Lee for safety
	*Were you clain Answering YES auto	ned as a dependent on either pa omatically releases information to the pa	rent's most recent income tax return rent or legal guardian according to FERPA (34 G	n? ☐ Yes ☐ No CFR § 99.31(a)(8).)
*Printe	d full legal name of	student/alumnus		
*Social	Security #		*Student ID #	
*Signat		nnus mation must be filled out clearly	identifying release of academic and/c	*Date or directory information.
	TI	ne document must be signed and	d dated. Please return to the Record 3450 Cleveland, TN 37320-3450	s Office:

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